

ATTENTION

In view of the fact that the attachment represents the first in a series of notices originating with the Deputy Director (Support) it is suggested that recipients may find it convenient to file these according to series with other Agency regulatory issuances of the same series.

C-O-N-F-I-D-E-N-T-I-A-L

DD/S Notice No. 25-400-1

DEPUTY DIRECTOR (SUPPORT)  
NOTICE NO. 25-400-1

TRAINING  
10 March 1955

AMENDMENT OF DELEGATION OF AUTHORITY  
TO APPROVE REQUESTS FOR EXTERNAL TRAINING

Rescission: Memorandum from Deputy Director (Administration) to: General Counsel, Director of Security, Comptroller, Auditor-in-Chief, Chief, Logistics Office, Chief, Medical Office, dated 11 March 1954, subject: "Training at Non-CIA Facilities Under Public Law 110."

1. GENERAL

- 25X1A
- 25X1A
- a. The rescinded memorandum cited above had delegated to each Office Head and Staff Chief in the then Deputy Director (Administration) organization the authority to endorse requests for training at non-CIA facilities under Public Law 110, as well as individual career development plans. This delegation by the Deputy Director (Administration) was, in reality, a redelegation of the powers granted him under the provisions of CIA Regulation, [REDACTED] "Training at Non-CIA Facilities Under Public Law 110." This step had been taken in the interests of expediting the process of External Training Requests which had been subject to considerable delay in their passage from the originator to the Director of Training.
- b. Experience since that date, however, indicates that there should be a further review of those Requests for External Training which have a high dollar value in terms of actual tuition contracted for, or in terms of a combination of tuition, per diem and travel costs. This additional review is also indicated for those external training courses which may have no actual tuition cost, and may not involve per diem or travel expense, but where the individual devotes full time on full salary to such training for a period in excess of seven weeks.

2. POLICY

- a. Accordingly, the delegation contained in the rescinded memorandum above is hereby modified, and the terms of the restated policy broadened to include the Offices of Training, Communications, and Personnel, to require that when a Request for External Training involves a direct or indirect expenditure of Agency funds, as outlined in Section 1.b above, in an amount in excess of \$175, the Request will be endorsed by the appropriate Office Head or Staff Chief and forwarded to the Deputy Director (Support) for concurrence prior to transmission to the Director of Training for final approval.

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

DD/S Notice No. 25-400-1

DEPUTY DIRECTOR (SUPPORT)

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TRAINING

10 March 1955

- b. In all other instances where an Office Head or Staff Chief favorably endorses a Request for External Training in an amount less than \$175 under the delegation herein set forth, one copy of each Form 51-133, "Request for Training at Non-CIA Facility," shall be forwarded for information purposes to the Office of the Deputy Director (Support) at the time all additional copies are dispatched to the Director of Training.

3. EXCEPTIONS

Nothing contained herein shall be construed as a contravention of the review procedures established by the CIA Career Council in conjunction with the Office of Training, for the screening and selection of candidates for certain external training courses; e. g., The National War College, Department of Defense colleges and schools, Harvard University Advanced Management Program, etc.

L. K. WHITE  
Deputy Director  
(Support)

DISTRIBUTION: 1 AB  
2 AB  
5 AB  
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O - SERIES

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MANAGEMENT

DD/S ADMINISTRATIVE  
INSTRUCTION No. 0-1  
26 March 1964

ENTERTAINMENT OF GOVERNMENT OFFICIALS  
(For O/DD/S Record Only)

REFERENCE: Memo dtd 5 Mar 64 to DD's, OGC, & IG fr Ex Dir-Compt,  
subj: "Entertainment of Government Officials"

1. This instruction is for the record only. Copies of the reference memorandum have been distributed to Support operating officials. This information is being reproduced as a DD/S Administrative Instruction for the purpose of keeping a readily accessible central file of certain selected materials, including some delegations of authority, which do not require general dissemination. Instructions of this type will be numbered chronologically with the number prefixed by a "0" in order to distinguish these from the normal Administrative Instructions.
2. Occasionally, in the furtherance of official discussion, it is advantageous to provide entertainment for representatives of other agencies of the United States Government with whom CIA officials are required by their duties to conduct extensive liaison. Although the extraordinary authorities of the Director of Central Intelligence would permit him to approve the use of official funds for the entertainment of U.S. officials in special or extraordinary circumstances dictated by security or in the furtherance of a specific service vital to the Agency's mission, it would not be appropriate to use this authority for this purpose when reciprocation by other U.S. Government officials must be borne from their private funds. Consequently, requests for reimbursement for luncheons, dinners, or other similar entertainment attended exclusively by U.S. Government officials will be denied.
3. Reimbursement for luncheons, dinners, or other similar operational entertainment given for a private citizen of the United States or a foreign national may be authorized in advance by the operating official concerned when it is properly justified as necessary in connection with the attainment of a specific operational objective of the Agency. Operating officials should use discretion in authorizing such expenses in order to ensure that the entertainment will serve an official purpose, that it is not lavish and that the number of U.S. Government officials attending is in keeping with the official purpose to be served. Claims for this type of entertainment should be prepared and approved in accordance with the provisions of [REDACTED]

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FOR THE DEPUTY DIRECTOR FOR SUPPORT

[REDACTED]  
EXECUTIVE OFFICER

0-2

MANAGEMENT

DD/S ADMINISTRATIVE  
INSTRUCTION No. 0-2  
26 March 1964

SUPERVISORY PERFORMANCE  
(For O/DD/S Record Only)

REFERENCE: Memo dtd 13 Mar 64 to D/Pers fr A-DCI, subj: "Supervisory Performance in Matters of Employee Performance and Behavior"

1. This instruction is for the record only. It will not be distributed to Support Offices because the reference memorandum has been made available to them.
2. There are cases in the Agency where the personal conduct or job performance of an individual is so deficient that it is highly questionable whether he is suitable for continued employment in CIA. In few instances is the deficiency or transgression a spontaneous or isolated affair; rather, investigation usually discloses a lengthy process of deterioration in performance or moral fiber. Far too frequently there is evidence that supervisors at all levels have not taken reasonable corrective action to guide, criticize, and discipline. In some cases, serious defects have been quietly tolerated or even concealed for misguided reasons of compassion or friendship with inadequate regard for the vital interests of the Agency and the government.
3. Agency regulations and procedures for the official investigation and handling of these matters, if complied with, should assure discreet, equitable, and effective solution to any questions of employee suitability that might arise.
4. As part of the over-all Agency program to ensure high standards of suitability and to improve supervisory performance, the Director of Personnel has been directed to conduct a thorough investigation of any case which comes to his attention raising questions of suitability for continued employment and to make appropriate recommendations to the Deputy Director of Central Intelligence. Where investigation reveals a failure to comply with [REDACTED] "integration of employee information," or other failures to assume and discharge supervisory responsibilities properly, the report will include specific comments and recommendations in that regard. 25X1A
5. There is no intention here to grant relief from the command responsibility for personnel management. The memorandum from the Deputy Director of Central Intelligence is directed at cases where the command responsibility has not been properly met. 25X1A

FOR THE DEPUTY DIRECTOR FOR SUPPORT

[REDACTED]  
EXECUTIVE OFFICER



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FINANCE

DD/S ADMINISTRATIVE  
INSTRUCTION No. 0-3  
26 March 1964

CERTIFYING OFFICERS AND CASHIERS  
(For O/DD/S Record Only)

REFERENCES: 1. Letter to Julian Cannon, Chief Disbursing Officer, Dept. of Treasury fr DDCI dtd 4 Mar 64. (DD/S 64-0645)

2. Memo to DDCI fr A-D/Fin dtd 6 Feb 64, subj: "Delegation of Authority to Appoint Certifying Officers and to Request Appointment of Cashiers" (DD/S 64-0768)

1. This instruction is for the record only and will be retained in the Office of the Deputy Director for Support without further distribution. The basic delegations of authority are contained in the references.

2. The Deputy Director of Central Intelligence has delegated to the Director of Finance and the Deputy Director of Finance authority under 31 U.S.C. 82b to appoint and revoke appointments of Certifying Officers for this Agency.

3. Pursuant to Treasury Department's Circular No. 1030, revised June 1, 1962, authority to request the designation and revocation of individuals to serve as Cashiers for this Agency is delegated to the Director of Finance and Deputy Director of Finance.

4. Designations of Certifying Officers and Cashiers must be approved by the Deputy Director for Support before they are transmitted to the Treasury Department.

FOR THE DEPUTY DIRECTOR FOR SUPPORT

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EXECUTIVE OFFICER

Distribution:

- Orig - Regs Control - Subject
- 1 - Chrono
- 1 - EO-DD/S
- 1 - SA-DD/S
- 1 - DD/S

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TRAVEL  
10 June 1964

DD/S ADMINISTRATIVE  
INSTRUCTION No. 0-4

TDY PER DIEM FOR DEPENDENTS  
(For O/DD/S Record Only)

REFERENCE: Memorandum dtd 18 January 1963 to DDCI fr DD/S, subj:  
"TDY Per Diem for Dependents" (DD/S 63-0265)

1. In a number of cases it is necessary or desirable, in ordering an employee to his permanent post of assignment abroad, to assign him for brief periods of temporary duty at one or more points en route to his PCS point and in some instances this requires travel by other than the most direct route. Similar needs arise upon transferring an employee from his permanent post of duty abroad to one in this country or to another one outside the United States. In these cases his dependents usually must accompany him.

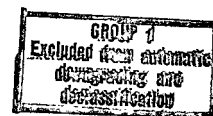
2. On 2 February 1963, the Deputy Director of Central Intelligence approved payment of TDY per diem for dependents, stipulating that each case should be considered individually. Authorizations should be made in the light of possible dependents involvement and approvals made only by the Deputy Director concerned.

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FOR THE DEPUTY DIRECTOR FOR SUPPORT

  
EXECUTIVE OFFICER

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TRAVEL  
10 June 1964

DD/S ADMINISTRATIVE  
INSTRUCTION No. 0-5

REPRESENTATIONAL TRAVEL  
(For O/DD/S Record Only)

REFERENCE : Memorandum dtd 28 March 1964 to Executive Director-  
Comptroller fr DD/S, subject: "Representational Travel"  
(DD/S 64-1785)

1. Last year the Congress passed the Foreign Assistance Act of 1963 (Public Law 88-205) amending the Foreign Service Act of 1946 to permit payment of travel expenses for an employee to be accompanied by one member of his family on official travel abroad for representational purposes. In considering the advisability of amending our travel regulations to permit representational travel for dependents, it is agreed by the Assistant Deputy Director for Plans, the Executive Director-Comptroller, and other interested parties that, while we may find it advantageous to use this authority from time to time, it should be closely controlled.

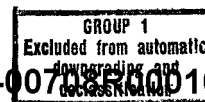
2. Representational travel for dependents of members of the Support Career Services may only be authorized by the Deputy Director for Support and each case must be individually justified.

FOR THE DEPUTY DIRECTOR FOR SUPPORT

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S-E-C-R-E-T

FINANCE

DD/S ADMINISTRATIVE  
INSTRUCTION No. 0-6  
12 June 1964

OFFICIAL ENTERTAINMENT  
(For O/DD/S Record Only)

REFERENCES: 1. Unsigned, undated memorandum to the Deputy Directors for the Executive Director-Comptroller, subj: "Official Entertainment in the Executive Dining Room" (DD/S 64-2871, rec'd 20 May 1964)

2. DD/S Administrative Instruction No. 0-1, dtd 27 Mar 64, "Entertainment of Government Officials"

1. Agency employees attending entertainment functions in the Executive Dining Room shall in all cases pay for their own food and drink.

2. Policy and procedures on luncheon functions are as follows:

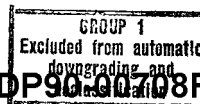
a. Regardless of the employment status of the guests, Agency employees will pay for their meals at the prices quoted on the luncheon menu (if drinks are served there will be an additional charge of 50¢ per drink).

b. If the function is attended by U. S. Government employees exclusively, the host will be billed for the non-Agency guests per paragraph 1, reference a.

c. If the function involves official entertainment of non-U. S. Government employees or a combination of non-U. S. Government and U. S. Government employees, cost of meals and drinks for all non-Agency guests will be a reimbursable item. For administrative convenience, when a single luncheon function consists of two or less non-Agency guests, charges for their meals will be absorbed by the Mess fund. In those cases involving three or more non-Agency guests, the host will be billed for all non-Agency guests with the understanding that he can claim reimbursement through the normal administrative channels of his Directorate.

3. Policy and procedures on evening dinner functions are as follows:

a. If the dinner function is attended by U. S. Government employees exclusively (Agency and non-Agency), charges for food and drink will be prorated among those in attendance and individuals will be billed accordingly.





Non-Agency personnel in attendance will be billed directly and it is the responsibility of the host to insure that this is understood by the attendees. (Past experience in these affairs indicates an average cost of \$5 per person.)


b. If the function involves entertainment of non-U. S. Government employees or a combination of non-U. S. Government and U. S. Government employees, the function will be billed as follows: Agency employees will pay a flat charge of \$3 for food and drink. The host will be billed (and can claim reimbursement through his regular administrative channels) for the difference between the total cost of the dinner and the charges billed the Agency employees in attendance. For example, a dinner function for twenty people consisting of sixteen Agency and four non-U. S. Government employees would be billed as follows:

Total costs for food and drink	\$100.00
Less amount billed sixteen Agency personnel at \$3 per person	<u>- 48.00</u>
Balance billed host for which reimbursement can be claimed.	\$ 52.00

c. Overtime expenses for dinner functions will be considered as an Agency expense incident to official entertainment. To avoid unnecessary bookkeeping these costs will be absorbed in the salary allotment for the Director's Office. Records will be kept on the amount of overtime involved and if it appears that the volume of dinner functions is unduly distorting overtime costs for the Office of the Director, subsequent accounting adjustments may be made charging the allotment of the Directorate concerned.

FOR THE DEPUTY DIRECTOR FOR SUPPORT

25X1A

  
Executive Officer to the  
Deputy Director for Support

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CORRESPONDENCE

DD/S ADMINISTRATIVE  
INSTRUCTION No. 0-7  
10 March 1965

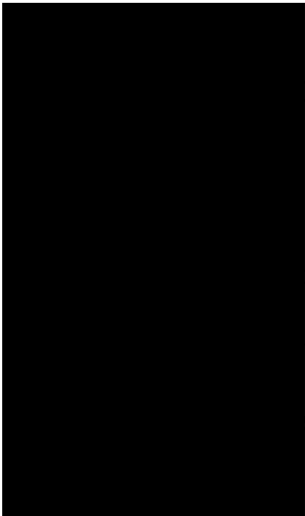
WHITE HOUSE REFERRALS  
(For O-DD/S Record Only)

REFERENCE: Memorandum for Cabinet Members and Agency Heads from  
Special Assistant to the President dtd 16 Feb 65

1. The volume of mail addressed to the President is increasing sharply and White House referrals are increasing proportionately. The President has requested:

- a. That referred correspondence addressed to the President be replied to within 48 hours, excluding weekends and holidays.
- b. That where initial acknowledgments are used, promising substantive responses later, such follow-up letters should be dispatched within five working days.
- c. That all correspondence reflecting adequate return addresses be acknowledged with appropriate replies.

2. In order to ensure compliance with these instructions, each Office in the Support Directorate has designated an officer to be responsible for prompt and proper responses to correspondence referred to the Agency by the White House. Designees are as follows:

Office of Communications		Executive Officer	
Office of Finance		Chief, Policy and	25X1A
Office of Logistics		Executive Officer	
Office of Medical Services		Executive Officer	
Office of Personnel		ve Officer	
Office of Security		Executive Officer	
Office of Training		Chief, Plans and	25X1A
	Policy Staff		

FOR THE DEPUTY DIRECTOR FOR SUPPORT:

  
EXECUTIVE OFFICER

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DD/S 65-4361

S-E-C-R-E-T

RECORDS MANAGEMENT  
21 September 1965

DD/S ADMINISTRATIVE  
INSTRUCTION No. 0-8

OFFICIAL DIARIES OF LYMAN B. KIRKPATRICK, JR.  
(For O/DD/S Record Only)

REFERENCE: Memorandum dtd 27 August 1965 to CIA Records  
Administration Officer fr Executive Officer to the  
Deputy Director for Support, subj: "Official Diaries  
of Lyman B. Kirkpatrick, Jr." (DD/S 65-4053)

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The Official Diaries of Mr. Lyman B. Kirkpatrick, Jr. have been sent to the  
Records Center [REDACTED] By memorandum dated 25 August 1965, the  
Executive Director-Comptroller stated that access to these records is to be  
allowed only after receiving the personal permission of the Executive Director-  
Comptroller. The CIA Records Administration Officer acknowledged this  
restriction in his endorsement dated 9 September 1965 on memorandum dated  
27 August 1965 (DD/S 65-4053).

FOR THE DEPUTY DIRECTOR FOR SUPPORT:

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[REDACTED]  
EXECUTIVE OFFICER

S-E-C-R-E-T

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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Q-9

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S-E-C-R-E-T

PROGRAM APPROVALS  
4 October 1965

DD/S ADMINISTRATIVE  
INSTRUCTION No. 0-9

APPROVAL AUTHORITIES  
(For O-DD/S Record Only)

- REFERENCES: 1. Memo dtd 23 Dec 63 to DD/P, DD/I, DD/S&T, and DD/S fr DDCI, subj: "Approval of Research and Development Activities"
2. DD/S Administrative Instruction No. 64-2.
3. Memo dtd 29 Jul 65 to ExDir-Compt fr DD/S, subj: "Approval Authorities"

**25X1A**

1. [REDACTED] provides general policy guidance on approval authorities relating to the Agency's system for processing budgets and programs, allocating funds, and reprogramming fund allotments. Guidelines for the approval of R&D activities, which are processed separately from the Operating Budget, appear in a memorandum dated 23 December 1963 from the DDCI to the Deputy Directors.

2. To supplement the guidance in the foregoing references and clarify the monetary levels involved, the Deputy Director for Support has obtained a current restatement of his approval authorities with respect to Agency funds allotted to the Support Directorate. In a memorandum dated 29 July 1965 (Reference 3), the Executive Director-Comptroller has confirmed that the DD/S is authorized to:

- a. Retain the authority to approve research and development activities as delegated to the Deputy Directors by the DDCI in his memorandum of 23 December 1963. (Recorded in DD/S Administrative Instruction No. 64-2.)
- b. Approve activities other than research and development involving funds not exceeding \$100,000 when such activities are not specifically included in DCI approved office budgets and programs.

c. Approve construction activities or real estate purchases involving funds not exceeding \$25,000 when such actions are not specifically included in DCI approved office budgets and programs.

d. Approve activities other than research and development regardless of financial magnitude when such activities are specifically included in DCI approved office budgets and programs.

e. Approve incremental reprogramming of funds within the Offices of the Support Directorate not exceeding a total of 10 per cent of an Office allotment.

In exercising these authorities, the Deputy Director for Support will, of course, continue to submit for DDCI approval any proposed commitment of funds for any purpose, regardless of magnitude, when such undertaking is believed to be particularly sensitive or of significant interest to the DDCI.

FOR THE DEPUTY DIRECTOR FOR SUPPORT:

25X1A

EXECUTIVE OFFICER

S-E-C-R-E-T



S-E-C-R-E-T

MANAGEMENT  
21 October 1965

DD/S ADMINISTRATIVE  
~~NOTICE~~ No. 0-10  
INSTRUCTION

PRESENTATION FILE  
(For O-DD/S Record Only)

1. A "Presentation File" has been established in the Office of the DD/S Registry in which will be accumulated material useful in developing presentations and briefings for the Director and other Agency officials, and for the Bureau of the Budget and other outside agencies, as appropriate. The material accumulated will relate to the processes of Planning, Programming and Budgeting at the Directorate level. It will include data and statistics on DD/S office workloads and manpower resources, support provided other U.S. Government agencies by CIA in overseas areas, economy measures and cost reduction programs, and any other material useful in presentations justifying and defending Directorate requirements for funds and personnel.

2. The end purpose of this Presentation File is to have immediately available factual information in the form of current DD/S office statistics together with visual aids, from which material can be culled selected data appropriate to a particular activity on which a presentation is required. Examples of desired material noted above are but a small part of an information flow received on different desks in the Office of the DD/S which would otherwise be retained in appropriate but separated subject files in the Registry.

3. When material of the nature and for the purpose as described above is released for filing, it should be clearly marked "Presentation File." Although this file serves a special purpose in accumulating particular information in a central location, its maintenance and the normally exercised procedural requirements of access to and withdrawal of material are to be observed.

FOR THE DEPUTY DIRECTOR FOR SUPPORT:

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EXECUTIVE OFFICER

S-E-C-R-E-T

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20 October 1965

MEMORANDUM FOR: [REDACTED]

SUBJECT : Presentation File

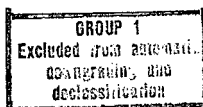
It is proposed to utilize segregated file space in the Office of the DD/S Registry to hold accumulated material which can be used to advantage in DD/S presentations to the DCI, Bureau of the Budget, and on other occasions as appropriate. This material would include data and statistics on office workloads, economy measures and cost reduction efforts, CIA support to other U.S. Government agencies overseas, office responses to crises and emergency situations, etc., etc. In addition, speech outlines, VU-graphs, graphics and briefing materials would be held for future use and for reference purposes. The material to be accumulated will relate to the processes of Planning, Programming and Budgeting at the Directorate level.

Much of the material for this file will have been received by the SPA-DD/S in response to requirements placed on the DD/S Offices. Some material is received from time to time in other offices in the O-DD/S. In order that all pertinent material can be collected and retained in one segregated area, it is necessary that everyone know about this file. To this end a proposed Administrative Notice, for distribution only within the O-DD/S, is attached for your approval.

  
FHM

Attachment:  
Proposed Administrative

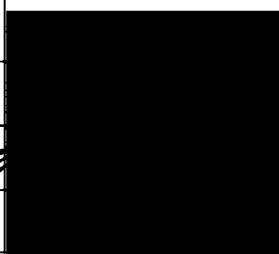
SECRET



UNCLASSIFIED CONFIDENTIAL SECRET

25X1A

CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1		21 OCT 1965	VG
2		21 Oct.	MM
3			
4			
5			
6			

*distribution*

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

On your approval of the attached Admin.  
Notice (for ops distribution only) I will  
discuss the proposed Presentation File with



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*Concur JMO*

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

20 Oct 65